

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**APPLICATION FOR MEALS & RENTALS TAX  
OPERATORS LICENSE & ACH DEBIT AUTHORIZATION**

FOR DRA USE ONLY

**LICENSE REQUIRED BEFORE OPERATING**

Be sure to read instructions on reverse side before filling out this form.

License Number
Date Issued
Filing Requirements

**PLEASE TYPE OR PRINT CLEARLY**

1	BUSINESS NAME		
2	NAME OF ENTITY		
3	STREET ADDRESS		
4			
5	CITY OR TOWN	STATE	ZIP CODE
6a	Type of Legal Organization	<input type="checkbox"/> 1 Proprietorship	<input type="checkbox"/> 2 Corporation
		<input type="checkbox"/> 3 Partnership	<input type="checkbox"/> 4 Fiduciary
		<input type="checkbox"/> 5 Non-Profit	
6b	LLC Taxed as	<input type="checkbox"/> 1 Single Member	<input type="checkbox"/> 2 Corporation
		<input type="checkbox"/> 3 Partnership	
7	Federal Employer Identification Number of the above operation: _____		
8	If you have not entered an FEIN at line 7 above, under what social security number or department identification number will your business taxes for this operation be filed? _____ or _____		
9	List individual owner, partners or president and treasurer:		
	Name	Title	Social Security Number
			Home Address
			STREET ADDRESS
			CITY/TOWN, STATE, ZIP CODE
			STREET ADDRESS
			CITY/TOWN, STATE, ZIP CODE
			STREET ADDRESS
			CITY/TOWN, STATE, ZIP CODE
10	Contact Person if other than above	NAME	TITLE
			Telephone # ( ) Ext.
11	Business Telephone # ( )	Ext.	Home Telephone # ( )
12	Business Location in NH		
13	Proposed opening date	STREET, CITY and ZIP CODE	
14	Type of business activity		
15	Check Here if you Serve....	<input type="checkbox"/> Food	<input type="checkbox"/> Alcoholic Beverages
16	Check here if you rent.....	<input type="checkbox"/> Sleeping Accommodations. Number of Rooms	<input type="checkbox"/> Function Rooms
17	Check here if you are requesting permission to file returns on a seasonal basis (less than twelve returns per year). <input type="checkbox"/>		
	If yes what months will the business operate? _____		
18	Prior business name	Prior Owner	

**I hereby certify that the above given information is true and correct and in conformity with applicable state laws.**

SIGNATURE (IN INK) (REQUIRED ON ALL APPLICATIONS) \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

FOR DRA USE ONLY

**ACH DEBIT AUTHORIZATION**

19	Bank Name	20	Bank Routing & Transit #
21	Name on Bank Account	22	FEIN/SSN on Bank Account
23	Bank Account Number	24	Account Type <input type="checkbox"/> Statement Savings <input type="checkbox"/> Checking
<b>YOU MUST PROVIDE A COPY OF A VOIDED CHECK OR A SAVING WITHDRAWAL SLIP FOR THIS ACCOUNT.</b>			
By signing below, I hereby authorize the New Hampshire Department of Revenue to initiate variable debit entries to the bank account and the depository named above.			
Signature(in ink) (required for all ACH Debit Authorizations)		Title	
		Date	

**Mail To:** Collections Division, PO Box 454, Concord, NH 03302-0454. Telephone No. (603) 271-3701.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**MEALS & RENTALS TAX OPERATORS (RSA 78-A:4)**  
GENERAL INSTRUCTIONS

- \* A separate application must be made for each place of business.
- \* Licenses are not transferable.

**Incomplete applications are returned to the applicant and will result in a delay in issuing. Some common omissions/errors are:**

- \* Application is incomplete or illegible.
- \* The application has not been signed.
- \* ACH Debit Authorization incomplete.
- \* The owner's name (No.2) in the case of a corporation is the corporate name, not the president's name.

- Line 1 Print/Type Business/Trade Name - One (1) letter per block.
- Line 2 Print/Type the business entity name (Corporate, Partnership, or Proprietor's Name - One (1) letter per block).
- Line 3 Print/Type the street address - One (1) letter per block; abbreviate when possible.
- Line 4 Print/Type the Post Office Box, rural route number, etc.
- Line 5 Print/Type city or town, state and zip code.
- Line 6a Check the type of legal organization if other than a Limited Liability Company (LLC).
- Line 6b If this operation is a Limited Liability Company (LLC) show whether the entity is taxed as a single member, corporation or partnership.
- Line 7 Print/Type the Federal Employer Identification Number. If applied for, enter "Applied for" and notify the Department when received.
- Line 8 Print/Type the Social Security Number or NH Department of Revenue issued Identification Number (Single Member LLC's) under which your business taxes for this operation will be reported.
- Line 9 List the names, titles, social security numbers and home addresses of the individual owners (Proprietorships), Partners (Partnerships), Members and Managers (Limited Liability Companies) and President and Treasurer and anyone else in a managerial capacity (Corporations). **PRIVACY STATEMENT:** Disclosure of your Social Security Account Number is mandatory under Department of Revenue Administration rule 708.05(d)(4). This information is required for the purpose of administering the tax laws of this state and authorized by 42 U.S.C.S. 405(c)(2)(C)(i). The tax information which is disclosed to the NH Department of Revenue Administration is held in strict confidence by law. The information may be disclosed to the US Internal Revenue Service, agencies responsible for the administration of taxes in other states in accordance with compacts for the exchange of information, and as otherwise authorized by NH RSA 21-J:14. The failure to provide a Social Security Account Number may result in a rejection of an application.
- Line 10 If there is a designated person to contact regarding licensing, returns or payments, please indicate on this line.
- Line 11 Provide the business and home telephone numbers.
- Line 12 Print/Type the actual address where the business is located. For example, "1 Main St., Manchester, NH".
- Line 13 Enter the proposed opening date of the business. NOTE: This license is required prior to operating.
- Line 14 Type of business activity. (For example, hotel, inn, restaurant, tavern, club, motel, dairy bar, ski area, tourist home, cottage, motor vehicle rentals, store, service station, rental agent and caterer).
- Line 15 Please check all applicable items served by this business.
- Line 16 If this business has room rentals, please check appropriate box(es). If sleeping accommodations are rented, please indicate the number of rooms at this business. If you are a motor vehicle rental operator only, disregard Line 16.
- Line 17 If this is a seasonal business indicate the months it will be operated. If the operator desires to file tax returns on a seasonal basis, that is, less than twelve returns per year, check the appropriate block. Monthly filing will be required unless seasonal permission is granted. A return will be required for each month of the filing status, whether there is tax due or not.
- Line 18 In case of change of ownership, provide the name the business previously operated under and the name of former owner(s).
- Signature:** The signature, in ink, of the person who is certifying the application information is required on all forms regardless of whether or not ACH debits will be authorized.

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**- INSTRUCTIONS for ACH DEBIT AUTHORIZATION -**

Note: any reference to bank means any financial institution

**Applicants choosing not to file via Telefile or PCFile should leave line 19 through 24 blank.**

- Line 19 **Bank Name.** The name of the bank where the account is located.
- Line 20 **Bank Routing/Transit Number.** The number assigned to your particular banking institution.
- Line 21 **Name on Bank Account.** The name in which this account is held (i.e. business name, personal name, etc.).
- Line 22 **FEIN/SSN on Bank Account.** The identification number on this bank account.
- Line 23 **Bank Account Number.** The account number assigned to your particular account.
- Line 24 **Account Type.** Check whether a checking or statement savings account.

**Authorization:** Please check the box if authorizing or not authorizing whichever is appropriate. If this person is authorizing the ACH Debit on this account this person must be an authorized signatory on the account.

**ACH Signature:** The signature(in ink) of the person who is authorizing the ACH information is required on all ACH Debit Authorizations.

**Title:** The title of the person who certified the application and authorized the ACH Debit on this account.

**Date:** The date this authorization is given.